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MONTANA ADULT BASIC EDUCATION PROGRAM HANDBOOK

JULY 1, 1977

GEORGIA RICE, SUPERINTENDENT

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MONTANA ADULT BASIC EDUCATION PROGRAM HANDBOOK

July 1, 1977

The contents of this handbook are the product of a meeting sponsored by the Office of Public Instruction held May 3-4, 1977, in Helena, Montana. The following individuals were in attendance: George Gerard, Libby Public Schools; Hugo Andersen, Havre Public Schools; Ed Longin, Thompson Falls Public Schools; John F. Pambrun, Blackfeet Adult Education; Dennis L. Olson and Jack Witham, Eureka Public Schools; Jack Scott and J. Budd Hovey, Great Falls Adult Education, Pat O'Leary, Helena Adult Learning Center; Ben Fallon, Billings Adult Learning Center; Jim Corbett, Flathead Valley Community College; Linda Hoines, Havre Adult Basic Education; Florence Monteau, Rocky Boy School; Penny Bullock, Montana School Boards Association; Sue Mielke, Bob Palmer and John Giese, Missoula Technical Center; Donald Kettner and Mary Dvarishkis, Dawson College; Bill Wendland and John Jaksha, Montana State Prison; Paul Palm, Hardin Public Schools; and, Bob Stockton, Bill Cunneen and Georgia Rice from the Office of Public Instruction.

An effort was made during the meeting to address areas of concern regarding funding, accounting, curricula, program operation and reporting for the state funded Adult Basic Education program.

Should you have additional questions concerning Adult Basic Education programs, you are encouraged to write the Division of Adult Education in my office or to call on the Education Hotline (1-800-332-3402).

Georgia Rice

GEORGIA RICE
Superintendent

HANDBOOK FOR STATE FUNDED PROJECTS OF ADULT BASIC EDUCATION

TABLE OF CONTENTS

		Page
A.	Project Guidelines	1
B.	Application Procedures	3
C.	Distribution Formula and Its Application	5
D.	Project Report Forms - Appendix A	
	1. Local Project Application and Guidelines for Its Completion	
	2. Student Enrollment Form	
	3. Interim Report Form	
	4. Annual Report of Expenditures	
	5. Annual Performance Report	

HANDBOOK FOR STATE FUNDED PROJECTS OF ADULT BASIC EDUCATION

PURPOSE

The purpose of the state program of Adult Basic Education is to provide the basic skills acquired by individuals in the formal educational process. It is the intent of the program to provide educational opportunities for undereducated adults, throughout the state at the community level and through the established public school system.

PROJECT GUIDELINES FOR OPERATION

1. An eligible enrollee is any person 16 years of age or older, who is a resident of Montana not a regularly enrolled, full-time pupil for the purpose of ANB computation.

2. A resident, for the purpose of item #1 is any person who resides within the state or shows intention of residing within the state.

3. A program participant (student) is a person who participates in the project instructional offerings for a minimum period of 12 hours.

4. Projects conducted in the evening (any time after normal working hours) should offer classes at least two different nights per week. Projects including daytime classes should hold classes on at least two different days per week.

5. A record of enrollment will be maintained for each student, and upon termination of attendance, an entry on the student record will be made showing entry functional level, exit functional level and an indication of reason for separation (i.e. illness; family reasons; moved to new community; completed educational objectives, etc.).

6. It is recommended that the teacher-pupil ratio for a project be not less than 1 to 5 nor greater than 1 to 20. The diversity of functional

levels, individual needs, and rate of progress of individual students dictate that wide latitude be allowed in establishing the number of students in a class. The cost factor of conducting a project must be considered however, and the use of teacher aides is encouraged when warranted.

7. All project participants are expected to enroll in good faith. Upon enrollment a student assumes the responsibility to abide by accepted community behavior patterns and the necessary administrative regulations of the project. It should be assumed by the project staff that the student will demonstrate a commitment to achieving personal educational goals.

8. Participants enrolled in an adult basic education project may not be charged tuition, fees, or any other charges, or be required to purchase any books or any other materials that are needed for participation in the project.

9. All required reports must be made on time. Upon completion of a project, a report of expenditures and a report of program operation are due immediately. Forms for these reports will be furnished by the Office of Public Instruction. If other reports are necessary, project administrators will be notified. It is presumed that all project applicants accept the responsibility for, and agree to the timely completion of project reports as required by the Superintendent of Public Instruction.

10. The Adult Basic Education project may include any subject normally offered in the basic curricula of the accredited local elementary or secondary schools. The intent of the project should be to provide every individual with learning opportunities in the elements of basic literacy, i.e. reading comprehension, oral and written communication skills and mathematical skills sufficient to function adequately in modern society.

LOCAL PROJECT STAFFING

1. All teachers in local projects must be certified or certifiable.

2. It is recommended that education counseling services be available to students.

3. Teacher aides should be used when class size or make-up indicate such a need. The uniqueness and diversity of clientele in ABE classes should be recognized.

4. All personnel employed in an ABE project should be subject to the same conditions, salary and fringe benefits as established for other comparable employees by the governing body (board of trustees) of the applicant agency.

5. All personnel employed in an ABE project are expected to take advantage of professional training opportunities when practical. Project administrative authorities are encouraged to give favorable consideration to professional growth opportunities for all project staff members.

6. All local project staff are employees of the project applicant agency. They will be governed by local administrative policies, customs and traditions.

APPLICATION PROCEDURES

1. The funding of Adult Basic Education local projects is dependent upon state legislative appropriations. The distribution of funds will be on the basis of a formula using the latest U.S. Census Bureau educational achievement data by county, and the amount of funds available.

2. Eligible applicants are a) operating public school elementary or secondary districts; b) any state supported agency or state educational institution capable of conducting an education program.

3. At least 10% of the total project budget funding must come from local funds. Local funds may come from the permissive 1 mill levy, private donations or other legitimate sources. It is intended that the matching funds requirement

be evidence of the local education agency's commitment to provide learning opportunities to the undereducated adults of the community.

4. Applications should be received in the Office of Public Instruction by June 30 of the year preceding the project school year of operation. Local projects must operate for a minimum of 10 calendar weeks and may not exceed 12 months. Applications will be carefully reviewed before approval. Items considered for careful examinations will be:

A. Reasonable estimates of projected enrollment.

B. Reasonable estimates of line item costs.

C. Description of offerings and general objectives of the project.

D. Use of certified teachers and other professionals normally requiring certification.

E. The cost factors of per pupil, per hour of instruction and per pupil hour of instruction will be compared to the state averages for such items.

F. Correctly stating that 10% of the total budget will be provided by local funds.

G. Sign off by the chairman of the local governing body (board of trustees) and their administrator (Superintendent of Schools) agreeing that all conditions of the project grant will be fulfilled, and all program regulations will be met.

DISTRIBUTION FORMULA

The formula for the distribution of state appropriations is predicated on the latest U.S. Census Bureau data. The number of adults aged 18 or over without a 12th grade education is the base figure from which allocations are made.

The formula is as follows:

$$\frac{\text{Amount appropriated per year}}{\text{No.Adults w/out 12 Grade Ed.}} = \text{per head allocation}$$

Current application of formula:

$$\frac{\$100,000}{171,119} = \$.58 \text{ per person}$$

Each county is allocated an amount equal to the per person rate multiplied by the number of potential ABE clients in that county according to the latest census (1970).

Funds not applied for by June 30 become available for reallocation to approved applicants. The reallocation of funds will be made on the following considerations:

1. Estimated number of students to be served.
2. Number of hours of instruction to be offered.
3. Estimated project costs compared to average state ABE costs for instructional services.
4. Availability of counseling for students and the use of Teacher aides.

Each applicant must apply for the reallocated funds on the initial application and in the amount by line item that is requested.

When the project is completed, expenditures will be reported on the Project Expenditure Report by line item.

The current system of distribution of available funds is on the basis of an application (a blank copy is attached) submitted by a local district. Upon receipt of the application, it is reviewed in detail. Any discrepancies in the application will be negotiated to mutual satisfaction with the local superintendent of schools or his authorized representative.

The application process is specified below.

1. Applications should be received in the Office of Public Instruction by June 30 of any year. Applications will be reviewed for the following:

   a. Reasonable estimates of line item costs.
   b. Reasonable estimates of enrollments.
   c. Concurrence of local board of trustees to conduct the project.
   d. Description of offerings and general objectives of the project.
   e. Use of certified teachers and counselors, and where applicable, the judicious use of aides.
   f. At least 10 percent of the total budget must come from local matching funds.
   g. Cost per pupil instructional hour (item 11c) will be used as a comparison cost for all state projects.
   h. Priority will be given to new projects.

2. To safeguard accessibility to funds for small communities, all appropriated funds will be held in reserve for each county until June 30 of each year. The closing date for receiving applications for school year 1977-78 only is October 1.

The amount held will be equal the amount appropriated divided by the total of adults 18 years and older with less than a twelfth grade education residing in each county according to the latest U.S. Census Bureau data. Assuming an annual appropriation of $100,000 of General Fund money, the allocation would be $ .58 per individual (based on 1970 U.S. Census Bureau data).

For example, this would mean an allocation by county as follows:

COUNTY	TARGET POPULATION			AMOUNT ALLOCATED
Big Horn	3,069	x	.58	$ 1,780.02
Broadwater	657	x	.58	381.06
Cascade	17,047	x	.58	9,887.26
Custer	3,221	x	.58	1,868.18
Fergus	3,380	x	.58	1,960.40
Flathead	10,115	x	.58	5,866.70
Garfield	467	x	.58	270.86
Jefferson	1,841	x	.58	1,067.78
Missoula	11,295	x	.58	6,551.10
Richland	2,982	x	.58	1,729.56
Yellowstone	18,574	x	.58	10,772.92

These allocations will stand until the cut-off date of June 30. Probably not every county will produce an application or applications to use all of the allocation. Allocations not applied for would become available for reallocation to other approved applications. Schools interested in receiving the reallocated funds should fill out the appropriate column on their application budget sheet as part of the initial application.

3. When the application is approved, the procedure for funding will be as follows:

    a. Upon approval for funding of the application, 30 percent of the total project budget will be allocated.

This money would be sent to the school district immediately to start the project.

b. Additional payments will be made upon request to the Office of Public Instruction.

c. Interim reports will be made after 1/3 of the project time has elapsed, and after 2/3's of the project time. At the conclusion of the project a final report will be submitted.

d. Final payment of funds will be made after the final project report is received. No project will receive funds in excess of the amount applied for, including reallocated funds.

GEORGIA RICE, Superintendent
Helena, Montana 59601

GUIDELINES FOR COMPLETION OF STATE FUNDED LOCAL ABE PROJECT APPLICATION

To expedite the application and approval process for Adult Basic Education local projects, the following guidelines are suggested for completing the project application.

1. NAME OF PROJECT DIRECTOR: The name and title of the individual responsible for the administration of the project should be listed. This individual may be the superintendent of schools or his representative. Any individual receiving administrative pay from the project funds must be listed.

2. REPORT OF SURVEY: A survey to determine ABE needs in the community to be served should be made. Information may be obtained from the latest U.S. Census data available from the Manager, Division of Adult Education, Office of Superintendent of Public Instruction. If a specific item is unobtainable, a suggested response is "not available".

3. TYPE OF PROJECTS: Check the type of program to be conducted.

4. RECRUITMENT PROCEDURES: The explanation of recruitment should include the date recruiting is to start, the method(s) employed (radio, TV, door-to-door) and where appropriate, the geographic area covered and number of recruiters used.

5. SCOPE OF INSTRUCTION: Describe the grade levels to be served, subjects to be offered and number of instructors. An anticipated teacher-student ratio should be listed. If secondary education classes are to be held, indicate if high school credit will be awarded or if the goal of instruction will be successful attainment of a Montana High School Equivalency Certificate.

6. SCHEDULE OF CLASSES FOR PROPOSED PROJECT: Fill out the form completely for each class to be conducted. For application purposes, a class is a group of people enrolled for instructional purposes, whose membership does not change by virtue of subject matter. Class listings are not based on subjects taught or assigned instructors.

7. INSTRUCTIONAL PERSONNEL: Indicate the district hourly rate of pay for each instructor, based on the instructors contract with the district. Indicate the anticipated number of hours the instructor will be employed. Other items are self explanatory.

8. COUNSELING PERSONNEL: Self explanatory.

9. SUPPLEMENTAL PERSONNEL: Self explanatory.

10. ESTIMATED PROJECT COST: In general this item is self explanatory. Items listed are direct cost items and should be compiled on the anticipated minimum needs of the program.

A. Local matching funds column must be 10% of total project cost (including reallocated funds if requested). State funds column should include minimum costs of the program. Reallocated funds column should show areas of possible improvement should additional funds become available. The narrative portion of Scope of Instruction (Item 5 of the application form) provides opportunity to justify application for the reallocated funds.

B. Line item C - It is anticipated that classes will normally be held in available school facilities. Exceptions should be discussed with the Manager, Division of Adult Education, Office of Public Instruction, Helena, Montana.

C. Line item P - Normally the required local matching percentage will be 10% of the total project cost including reallocated funds (line item R). However there may be years when a greater percentage is required, dependent on funds available.

D. Administrative cost - Line A-1 should not exceed 5% of the total project budget.

11. Items 11 a,b,c are self explanatory.

12. SOURCES OF DISTRICT MATCHING FUNDS: Self explanatory.

13. REALLOCATED FUNDS - The additional funds that may be available from reallocated funds may vary from year to year. Funds available for reallocation will depend on:

A. Total appropriation for ABE by the state legislature.

B. Total funds applied for by districts within a county, and within the entire state.

C. Total of adults within the state age 18 and over, with less than a 12th grade education.

A reallocation of funds will not be made to a district unless applied for on the initial application, and the necessary matching funds (10% of total budget applied for) are indicated in item P of the budget page of the application form.

14. STATEMENT OF ASSURANCES: Please read carefully. Any question regarding these items or their implications should be discussed with the Manager, Division of Adult Education.

SIGNATURES: Self explanatory.

Office of Public Instruction
GEORGIA RICE, Superintendent
Helena, Montana 59601

ABE LOCAL PROJECT APPLICATION

SCHOOL DISTRICT NO. _____ ( ) Elem.
( ) H.S.
CITY _____ ( ) Other COUNTY _____

DIRECTIONS:
1. Please read entire form before completing the blanks.
2. Prepare two copies of this form.
3. When complete:
   (a) Submit the original copy to the Adult Education
   (b) Retain one copy for your files.

1. NAME OF PROJECT DIRECTOR: _____
   Mailing Address _____
   Telephone Number _____

2. REPORT OF SURVEY
   a. Geographical area of survey _____
   b. Number of adults in need of basic education _____
   c. Number of adults with less than fifth grade educational achievement _____
   d. Number of unemployed adults in survey area _____

3. TYPE OF PROJECT: (Check the type of project for which the application is being made.)
   ( ) New Program ( ) Continuing Program

4. RECRUITMENT PROCEDURES: On a supplemental sheet labeled Supplement I - Recruitment Procedures, describe the procedures to be used in locating and enrolling project participants.

5. SCOPE OF INSTRUCTION: On a supplemental sheet labeled Supplement II - Scope of Instruction, write a one-page description of the program of instruction planned for the proposed project.

6 SCHEDULE OF CLASSES FOR PROPOSED PROJECT:

No. of Classes Scheduled	Start Date	Close Date	Days and Time Scheduled	Est. Enroll. Men	Est. Enroll. Women	Class Loc. Room & Bldg.
Class 1						
Class 2						
Class 3						
Class 4						
Class 5						
Total Unduplicated Count [ ]			TOTAL			

7. INSTRUCTIONAL PERSONNEL:

Number of Class	Name of Instructor	Hourly Salary Rate	District Pay Rate (Hourly)	No. of Hours Employed	Certificate Number

8. COUNSELING PERSONNEL:

Name of Counselor	Hourly Salary Rate	District Pay Rate (Hourly)	No. of Hours Employed	Certificate Number

9. SUPPLEMENTAL PERSONNEL:

Classification	Number Employed	Hourly Salary Rate	District Pay Rate (Hourly)	Number of Hours Employed
Teacher Aide				
Recruiting				
Contracted Services				

e of Public Instruction
IA RICE, Superintendent
a, Montana 59601

Estimated Project Cost:

RIPTION	BUDGET ITEM	LOCAL MATCHING FUNDS	STATE FUNDS	REALLO-CATED FUNDS	TOTAL
Personal Services	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXXX	XXXXXXXXX
(1) Administrative Salaries	15-02-0111				XXXXXXXXX
(2) Secretarial Salaries	15-02-0113				XXXXXXXXX
(3) Recruiter Salaries	15-02-0114				XXXXXXXXX
(4) Instructional Salaries	15-02-0212				XXXXXXXXX
(5) Other Instructional Salaries	15-02-0214				XXXXXXXXX
(6) Consultant Fees	15-02-0285				XXXXXXXXX
(7) Counselors Salaries	15-02-0411				XXXXXXXXX
(8) Custodian Salaries	15-02-0610				XXXXXXXXX
Total Personal Services (Items 1-8)	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXXX	
Non-Consumable Supplies	15-02-0231				
Consumable Supplies	15-02-0232				
Instructional Travel	15-02-0258				
Printing for Recruiting	15-02-0252				
Advertising	15-02-0253				
Other Expenses (Specify)	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXXX	XXXXXXXXX
(1)	15-02-0259				
(2)	15-02-0259				
Heat	15-02-0681				
Utilities (Except Heat)	15-02-0682				
Social Security (Employer's Cont.)	15-02-1021				
Teachers Retirement (Emp. Cont.)	15-02-1022				
Public Employees Retirement (Emp.C.)	15-02-1023				
Unemployment Compensation	15-02-1024				
Insurance	15-02-1057				
Major Equipment	15-02-1164				
Local Matching Funds (___% of Total Project Cost)			XXXXXXXXX XXXXXXXXX XXXXXXXXX	XXXXXXXX XXXXXXXX XXXXXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX
Total State Funds		XXXXXXXX		XXXXXXXX	XXXXXXXXX
Total Reallocated State Funds Requested		XXXXXXXX	XXXXXXXXX		XXXXXXXXX
Total Project Cost (Total matching funds plus total state funds)		XXXXXXXX XXXXXXXX XXXXXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX	XXXXXXXX XXXXXXXX XXXXXXXX	

Estimated cost per pupil
(estimated total project cost ÷ estimated enrollment) $ _____

Estimated cost per instructional hours
(total cost ÷ number of hours of instruction) $ _____

Estimated cost per pupil hour of instruction
(cost per instructional hour ÷ number of students in class) $ _____

fice of Public Instruction
ORGIA RICE, Superintendent
lena, Montana 59601

. SOURCES OF DISTRICT MATCHING FUNDS:

	Yes	No
A. General Fund	( )	( )
B. Adult Education Levy	( )	( )
C. Other (Donations, Contributions)	( )	( )

. STATEMENT OF ASSURANCES:

The applicant district hereby certifies that:

(1) The activities and services applied for will be administered by or under the supervision of the applicant;

(2) Funds to meet the applicant district's obligation are available;

(3) No student shall be charged tuition, fees or other charges as a condition for participation in adult basic education classes;

(4) Local school districts will provide 10% of the total budget applied for as local matching funds;

(5) Such records as needed to substantiate the program expenditures shall be maintained as required by state law and the Office of Public Instruction;

(6) Program reports on such forms and containing such information required by the Superintendent of Public Instruction in carrying out the responsibilities under the State Plan will be promptly submitted;

(7) All equipment acquired under the auspices of this project will be used for the purposes specified in the approved project proposal, and such equipment will be subject to the administrative control of the recipient local education agency with appropriate inventory records made available upon request of the Superintendent of Public Instruction;

(8) No board or staff member of a local education agency will participate in, or make recommendations with respect to, an administrative decision regarding this project if such a decision can be expected to result in any benefit or remuneration, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit to him or any member of his immediate family;

(9) The applicant will comply with Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972 (PL 92-318), and Section 504 of the Vocational Rehabilitation Act of 1973 (PL 93-112) and all requirements imposed by or pursuant to the regulations of the Department of Health, Education and Welfare issued pursuant to these Titles;

(10) The filing of this application has been authorized by the governing body of the applicant, and the undersigned representative has been duly authorized to file this application for and in behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.

Office of Public Instruction
GEORGIA RICE, Superintendent
Helena, Montana 59601

SIGNATURES:

I hereby certify that the proposed Adult Basic Education Project will be conducted in accordance with the conditions and provisions included in this application and all supplements thereto.

Signed _____ Signed _____

_____ _____

Date Date

FOR OFFICE OF PUBLIC INSTRUCTION USE:

Project No. _____

Approval Date _____ Approved _____

Manager, Division of Adult Education

)ffice of Public Instruction
GEORGIA RICE, Superintendent
Helena, Montana 59601

ADULT BASIC EDUCATION STUDENT ENROLLMENT FORM

NAME: _____ DATE: _____

ADDRESS: _____ TELEPHONE: _____

BIRTHDATE: _____ AGE: _____ SOCIAL SECURITY NO. _____

LAST GRADE COMPLETED: _____

LAST SCHOOL ATTENDED: _____

HEALTH PROBLEMS WE SHOULD BE AWARE OF: _____

HOW DID YOU FIND OUT ABOUT THE PROGRAM? _____

WHAT DO YOU EXPECT TO OBTAIN FROM ADULT BASIC EDUCATION? _____

WHEN DO YOU PLAN TO ATTEND CLASSES? CHECK APPROPRIATE CLASS.

_____ MORNING _____ AFTERNOON _____ ALL DAY _____ EVENING

IN CASE OF EMERGENCY CONTACT:

NAME: _____ PHONE: _____

ADDRESS: _____

STUDENT SIGNATURE: _____

PROJECT DIRECTOR SIGNATURE: _____

fice of Public Instruction
ORGIA RICE, Superintendent
lena, Montana 59601

: Manager, Division of Adult Education

OM: Adult Basic Education Project # _____

_____
Project Location

: Interim Report of Project Operation

of _____ the enrollment for local ABE project # _____ is:
date

AGE	NATIVE AMERICAN		CAUCASIAN		OTHERS		TOTALS	
	Male	Female	Male	Female	Male	Female	Male	Female
6-44								
5-64								
5 plus								
OTALS								

tal Instructional Hours to Date _____

timated Cost Per Pupil
stimated total project cost ÷ estimated enrollment) $ _____

timated Cost Per Instructional Hours
otal cost ÷ number of hours of instruction) $ _____

timated Cost Per Pupil Hour of Instruction
ost per instructional hour ÷ number of students in class) $ _____

)ffice of Public Instruction
;EORGIA RICE, Superintendent
lelena, Montana 59601

ANNUAL REPORT OF EXPENDITURES
State Funded Adult Basic Education Project

DUE UPON PROJECT COMPLETION

'ROJECT NUMBER _____

School District No. _____ City _____ County _____

)IRECTIONS:
1. Please read entire form before completing the blanks.
2. Prepare two copies for each approved budget.
3. Send original to the Manager, Division of Adult Education, Office of Public Instruction, Helena 59601; retain copy for your files.

DESCRIPTION	BUDGET ITEM	LOCAL MATCHING FUNDS	STATE FUNDS	REALLO-CATED FUNDS	TOTAL
A. Personal Services	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXX	XXXXXXXX
(1) Administrative Salaries	15-02-0111				XXXXXXXX
(2) Secretarial Salaries	15-02-0113				XXXXXXXX
(3) Recruiter Salaries	15-02-0114				XXXXXXXX
(4) Instructional Salaries	15-02-0212				XXXXXXXX
(5) Other Instructional Salaries	15-02-0214				XXXXXXXX
(6) Consultant Fees	15-02-0285				XXXXXXXX
(7) Counselors Salaries	15-02-0411				XXXXXXXX
(8) Custodian Salaries	15-02-0610				XXXXXXXX
Total Personal Services (Items 1-8)	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXX	
B. Non-Consumable Supplies	15-02-0231				
C. Consumable Supplies	15-02-0232				
D. Instructional Travel	15-02-0258				
E. Printing for Recruiting	15-02-0252				
F. Advertising	15-02-0253				
G. Other Expenses (Specify)	XXXXXXXXXX	XXXXXXXX	XXXXXXXXX	XXXXXXX	XXXXXXXX
(1)	15-02-0259				
(2)	15-02-0259				
H. Heat	15-02-0681				
I. Utilities (Except Heat)	15-02-0682				
J. Social Security (Employer's Cont.)	15-02-1021				
K. Teachers Retirement (Emp. Cont.)	15-02-1022				
L. Public Employees Retirement (Emp.C.)	15-02-1023				
M. Unemployment Compensation	15-02-1024				
N. Insurance	15-02-1057				
O. Major Equipment	15-02-1164				
P. Local Matching Funds Expended (___ % of Total Project Cost)			XXXXXXXXX XXXXXXXXX	XXXXXXX XXXXXXX	XXXXXXXX XXXXXXXX
Q. Total State Funds Expended		XXXXXXXX		XXXXXXX	XXXXXXXX
R. Total Reallocated State Funds Expended		XXXXXXXX	XXXXXXXXX		XXXXXXXX
S. Total Project Cost (Total matching funds plus total of all state funds --- Lines P + Q + R)		XXXXXXXX XXXXXXXX XXXXXXXX	XXXXXXXXX XXXXXXXXX XXXXXXXXX	XXXXXXX XXXXXXX XXXXXXX	

1. Actual cost per pupil
   (Actual total project cost ÷ actual enrollment) $ _____

2. Actual cost per instructional hour
   (Total cost ÷ number of hours of instruction) $ _____

3. Actual cost per pupil hour of instruction
   (Cost per instructional hour ÷ number of students in class) $ _____

   Total of Individuals served in program _____.

I certify the information reported is accurate and complete to the best of my knowledge and belief.

DATE _____ SIGNED _____
District Superintendent

FOR USE BY THE OFFICE OF PUBLIC INSTRUCTION: (DO NOT COMPLETE THIS SECTION)

Approved Project Budget $ _____
Actual Project Expenditures $ _____
Total Payment of State Funds $ _____
Amount of State Funds to be Returned $ _____

ffice of Public Instruction
CORGIA RICE, Superintendent
elena, Montana 59601

MONTANA STATE FUNDED ADULT BASIC EDUCATION PROJECTS
Instructions for Preparing the Annual Performance Report

able 1. NUMBER OF PARTICIPANTS BY RACE, SELECTED ETHNIC GROUPS, AGE AND SEX
eport the population that is being served by adult basic education classes in
ne State with State and/or local funds. Every participant that completed 12
r more hours of instruction during the fiscal year should be included in this
able. A participant's age is to be reported as age at time of first class
ttended during the fiscal year. The total number of adult education partici-
ants reported in Table 1, Line 7, of Total Column should agree exactly with
ne total figure reported in Table 2, Part A, Line 4, Column (b) of the Grand
otal.

ne race/ethnic designations do not denote scientific definitions of anthro-
ological origins. For the purpose of this report, an enrollee may be included
n the group to which he or she appears to belong, identifies with, or is re-
arded in the community as belonging. However, no person should be counted in
ore than one race/ethnic group.

"Native American" - A person having origins in any of the original Peoples of North America. This category includes American Indians, Eskimos and Aleuts.

"Negro/Black" - A person having origins in any of the Black racial groups, Do not include persons of Hispanic origin.

"Asian or Pacific Islander" - A person having origins in any of the original Peoples of the Far East, Southeast Asia or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

"Hispanic" - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

"White" - A person having origins in any of the original Peoples of Europe, North Africa, the Middle East or the Indian subcontinent. Do not include persons of Hispanic origin.

"Other individuals not included in columns (b) through (q)" - Includes persons who cannot be classified in the above race/ethnic designations. At the bottom of Table 1, identify the ethnic or racial make-up of participants included in columns (r) and (s).

able 2. PARTICIPANT PROGRESS AND SEPARATION DATA BY INSTRUCTIONAL LEVEL AND BY
ACE AND SELECTED ETHNIC GROUPS - Combines important data on starting levels,
ompletions, and separations, by race and selected ethnic groups. As with Table 1,
nly participants who attended 12 or more hours of instruction during the fiscal
ear should be reported.

Lines 1 and 2. Level I is equivalent to grades 1-8 and Level II is equivalent to grades 9-12 or GED Preparation.

Line 3. "Ungraded" includes instructional levels in which the general nature and difficulty of instruction is not organized on the basis of grade and which has not grade designation or grade-level standards. This line may be used to report participants receiving instruction designed for persons of limited English-speaking ability, students in learning labs, and students in homebased instructional settings.

Line 4. Report the sum of lines 1-3.

Column (b). A participant's instructional levels is to be reported as level at the beginning of the fiscal year or upon initial entrance into the program during the fiscal year. Count each student one time only.

Column (c). Report participants who completed Level I (Grades 1-8), during the fiscal year, and entered Level II (Grades 9-12).

Completions. Report in Table 2, Part A, column (d), the number of students who completed Level I (Grades 1-8), Level II (Grades 9-12, or ungraded level during the fiscal year. Students who left the program during the fiscal year because they completed Level I or Level II should not be counted as separations, but as completions. Count completions one time only. For students who completed both Level I and Level II during the fiscal year, report them as completing Level II.

Separations. Report in Table 2, Part A, Column (e), the number of students who separated from the program before completion of Level I, Level II or ungraded level for one or more of the reasons identified in Table 2, Part B; Number of Students that Separated from Program by Grade Level Where Separations Occurred and Reason for Separation. Count separations one time only.

In order to compute the lines and columns for the "Grand Totals" add the corresponding lines and columns for each race/ethnic designation and other individuals not included above.

The total figure reported in Table 2, Part A, Line 4, Column (b) of the Grand Total should agree exactly with the total reported in Table 1, Line 4, of Total Column (e).

'able 3. NUMBER OF SITES, PARTICIPANTS, NUMBER OF DAYTIME AND EVENING CLASSES ND NUMBER OF FULL-TIME PROGRAMS BY TYPE OF LOCATION - Show where participants ttended classes, the number of full-time programs, and the number of day and vening classes by type of classroom location. As with Table 1, the State should eport on every participant that completed 12 or more hours of instruction during he fiscal year.

"School Building" can be either public or private. For purposes of this report, Junior High Building should be classified as secondary.

"Learning Centers" for purposes of the adult education program and this report, and adult instructional settings featuring (1) extensive use of programmed instruction, (2) flexible participant scheduling and attendance, (3) being open for extended periods of time and on a daily basis, e.g. 9:00 am to 5:00 pm. In cases where learning centers are found in any of the other types of locations listed, participants should be counted as attending learning centers, not the other types.

"Correctional Institutions" can be Federal, State or Local and include youth offenders 16 years of age or older as well as adults. Inmates are the only ones to be included in this category.

"Hospitals" can be Federal, State or Local; mental institutions are included. Hospital in-patients and out-patients are the only ones to be included in this category.

"Work sites" can be public or private, as long as they are operating places of employment for the participants. If hospital or correctional employees are trained at their respective job location, they would be counted under the "work site" category.

"Library" is a setting where staff perform all activities of a library relating to the collection and organization of library materials and to making the materials; information and services of a library available to a clientele; and that serves free of charge all residents of a community, district or region, and receives its financial support in whole or in part from public funds.

"State/local Institutions for the Handicapped" can be public or private and include day or residental schools that serve the physically or mentally handicapped adults 16 years of age or older.

"Business/Industry" can be public or private and are defined as follows: Business-activities of those engaged in the purchase or sale of commodities or in related financial transactions. Industry applies to the producing of commodities especially by manufacturing or processing on so large a scale that capital and labor are sufficiently involved.

"Home or homebased" instruction, provided by a teacher or paraprofessional usually at the home of a student(s).

"Other locations" would include those that do not fit into one of the above categories. Church and storefront locations and four year colleges are among those that would generally fall into this category.

Table 4. NUMBER OF PAID PERSONNEL, BY LOCATION AND TYPE OF EMPLOYMENT, AND BY AMOUNT OF TRAINING - Report, one time only, local personnel paid from Federal, State and/or Local funds under the Adult Education Act; and personnel who serve the Adult Education program but who are paid from other Federal (ESEA Title IV, Section 431(a) (3) and ESEA Title V, Section 503) and State funds which are not included as part of the matching requirement under the Adult Education Act. Also, report the amount of State and/or Local pre-service or in-service adult education program-related training received by personnel paid under the Adult Education Act during the fiscal year.

If a person performs more than one staff function, report that person one time only, in the staff function in which most of his/her time is spent.

Number of Persons Employed Full-Time. Report those persons who are assigned full-time to and paid under the Adult Education Program authorized under the Adult Education Act, as amended.

Number of Persons Employed Part-Time.

a. Report those persons employed full-time by the State Department or the local agency and who provide services to the adult education program on a part-time basis or who are paid only part of their salary under the Adult Education Act.

b. Report persons who are hired on a part-time basis. If positions are vacated and subsequently filled during the fiscal year, report the position once.

In columns (f) and (g) convert the personnel in Columns (d) and (e) into an equivalent number of full-time personnel.

In Column (h) report the sum of Columns (b), (c), (f) and (g).

"State of Local Training" may include any section 309 training, as well as, in-service training provided by State or Local personnel and formalized training provided by educational institutions. It should include only training that is clearly related to the program effort under the personnel categories listed below. A "clock hour" refers to a period of instruction of at least 50 minutes in length.

"Administrative/Supervisory" includes those professionals who are responsible for program management, administration, and supervision.

"Local Teachers" include staff assigned to guide and direct the learning experience of pupils in an instructional situation including responsibility for diagnosis, prescription, motivation, and evaluation of the adult learner.

"Local Counselors" includes a staff assignment to perform the activities of assisting adult learners and of assisting instructors to assist learners in making personal plans, choices, and decisions in relation to education, career, and personal development.

"Local Paraprofessional" includes staff members who work along side a professional and assists him or her but who does not have full professional status, e.g. teacher/classroom aide.

"Clerical/Support" includes such personnel as secretaries, clerk, typist, stenographer, statisticians, and technicians.

Table 5. NUMBER OF STAFF BY RACE, SELECTED ETHNIC GROUPS, AND SEX - Report, one time only, local personnel paid from Federal, State and/or Local funds under the Adult Education Act. If a person performs more than one staff function, report that person one time only, in the staff function in which most of their time is spent. Staff should be reported in the same functions as reported in Table 4.

Use the race/ethnic designations as defined in the instructions for Table 1 and use the staff categories as defined in the instructions for Table 4.

The total figures reported in Table 5, Column (p), should agree exactly with the sum of figures reported in Table 4 Columns (b) and (d).

Table 6. STATE ADULT EDUCATION DATA - Provides for various information concerning the State adult education program. Supply data only if it is accurate and available on a Statewide basis.

"Employed" persons who do any work for pay or profit or work without pay for 15 hours or more on a family farm or business.

"Unemployed" persons who are not employed as defined above and persons waiting to be called back to a job from which they were laid off or furloughed.

"Migrant" and individuals whose primary employment is on a seasonal or other temporary basis and who establishes a temporary residence, with or without his family, for the purpose of such employment.

"Public Assistance" financial assistance from Federal, State, and/or Local public programs, such as, aid for dependent children, old age assistance, general assistance, aid to the blind or totally disabled, etc.

"Handicap" an atypical physical, health, sensory, mental or psychological condition that adversely affects the performance of an individual.

Table 7. STATE ADULT EDUCATION COST DATA - Provides for reporting selected program costs.

Section A. Costs for instructional materials. Report costs for instructional materials by type and source of funding.

Books - includes a unit of publication, either bibliographically independent, or a volume in a series published under the same title, consisting of leaves, sheets, or signatures sewn or otherwise bound together, covered or uncovered, e.g., textbooks, reference sets, etc.

Other - includes bound volumes of periodicals and newspapers and other printed and published materials.

Audiovisual Aids - optical, electronic, and other devices - and related supplies - which are designed to enhance learning through the combined senses of hearing and sight, e.g. sound, motion pictures, printed materials, and television.

Materials - the learning resources used either in the process of instruction or in its production, reproduction, transmission, or display. Materials are usually consumable or non-mechanical items such as audiotapes, computer cards, films, motion pictures, realia, and books.

Equipment - the devices - instruments, machines, and apparatuses - that are used to facilitate the use, production, reproduction, transmission, or display of instructional materials. These devices are usually electronic, and/or electric, and/or mechanical in nature. Included in this category are items such as audiotape recorders, video-players, radios, offset presses, and computer terminals.

Other instructional materials - materials not reported in columns (3), (4), and (5) such as materials developed by the classroom teacher.

Other instructional equipment - devices not reported in column (6).

Educational media, services - includes activities where by consultative assistance is provided to local staff members in the organization and use of all teaching and learning resources, including hardware, content materials, and services.

Section B. Cost sharing. Report the non-State share (local funds used to match State funds) of costs for the fiscal year.

Section C. Costs for selected participants and programs. Report total program costs (State and/or Local funds) for programs of instruction, teacher training, research, for the items listed.

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Helena, Montana 59601

NUMBER OF PARTICIPANTS BY RACE, SELECTED ETHNIC GROUPS, AGE AND SEX

Age	Native American		Negro/ Black		Asian or Pacific Islander		Hispanic								White		*Other Individuals Not Included In Cols. (b) Thru (q)		TOTALS		
							Cuban		Mexican American		Puerto Rican		Other								
(a)	Male (b)	Female (c)	M (d)	F (e)	M (f)	F (g)	M (h)	F (i)	M (j)	F (k)	M (l)	F (m)	M (n)	F (o)	M (p)	F (q)	M (r)	F (s)	M	F	TOTAL
16-44																					
45-64																					
65 Plus																					
TOTAL																					

* This Column Includes:

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PARTICIPANT PROGRESS AND SEPARATION DATA
BY INSTRUCTIONAL LEVEL AND BY RACE AND SELECTED ETHNIC GROUPS
Part A. Number of Participants

Instructional Level (a)	Number Enrolled at Levels Indicated (unduplicated count) (b)	Number Who Completed Level I and Entered Level II (c)	Number Completed Levels (unduplicated count) (d)	Number Separated from levels Indicated (unduplicated count) (e)
- NATIVE AMERICAN -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total (Native American)				
- NEGRO/BLACK -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total (Negro/Black)				
- Asian American -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total (Asian American)				
- HISPANIC -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total Hispanic				
- WHITE -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total (White)				
- OTHER INDIVIDUALS NOT INCLUDED ABOVE -				
Level I (Grades 1-8)		XXXXXXXXXXX		
Level II (Gds. 9-12 or GED Prep.)				
Ungraded		XXXXXXXXXXX		
Sub Total (Other Individuals Not Included Above)				
- GRAND TOTALS -				
Sub Total (Grades 1-8)		XXXXXXXXXXX		
Sub Total (Grades 9-12)				
Sub Total Ungraded		XXXXXXXXXXX		
Grand Total				

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Part B. Number of Students That Separated From Program
By Grade Level Where Separation Occurred And Reason For Separation

Reason for Separation before completion of level. (a)	Level Where Separation Occurred			
	Level I (Grades 1-8) (b)	Level II (Grades 9-12 or GED Prep.) (c)	Ungraded (d)	TOTAL (e)
To take a job (unemployed when entered program)				
To take a better job (employed when entered program)				
To enter another training program				
Met personal objective				
Moved from the area				
Health problems				
Transportation problems				
Child care problems				
Family problems				
Time class/program is scheduled				
For the lack of interest				
For other known and unknown reasons				
TOTAL				

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NUMBER OF SITES, PARTICIPANTS, NUMBER OF DAYTIME AND EVENING CLASSES
AND NUMBER OF FULL-TIME PROGRAMS BY TYPE OF LOCATION
(Note: A full-time program is one that has a minimum of 25 instructional hours per week.)

Location of Classes or Instructional setting (a)	Number of Sites (unduplicated count) (b)	Number of Full-Time Programs (unduplicated count) (c)	Number of Participants (d)	Number of Daytime Classes (e)	Number of Evening Classes (f)
1. School Building					
a. Elementary/Junior					
b. Secondary					
c. Community College (Junior College, Technical Institute, etc.)					
2. Learning Center				XXXXXXXXX	XXXXXXXXXXXXX
3. Correctional Institute					
4. Hospital					
5. Work Site					
6. Library					
7. State/Local institutions for the handicapped					
8. Business/Industry					
9. Homes or Homebased		XXXXXXXXXXXXXXXXXXX		XXXXXXXXX	XXXXXXXXXXXXX
10. Other Locations (including 4 year Colleges)					
11. TOTAL					

NUMBER OF PAID PERSONNEL, BY LOCATION AND TYPE OF EMPLOYMENT, AND BY AMOUNT OF TRAINING (NOTE: Include in this table information for those persons paid from state or local funds, working in the local Adult Basic Education Project.)

Staff Categories (a)	Number of Persons Employed Full-Time		Number of Persons Employed Part-Time		Full-Time Equivalent of Part-Time Employees		TOTA
	Paid out of State/Local Funds (b)	Paid out of Other Federal or State/Local Funds (c)	Paid out of State/Local Funds (d)	Paid out of Other Federal or State/Local Funds (e)	Paid out of State/Local Funds (f)	Paid out of Other Federal or State/Local Funds (g)	(h)
1. Local Level Program Personnel a. Administrative/Supervisory							
b. Local Teachers							
c. Local Counselors							
d. Local Paraprofessionals							
e. Clerical/Support							
f. Other (Specify)							
2. TOTAL							

Number of local Personnel Taking Training for ABE activities	Administrative/ Supervisory	Local Teachers	Local Counselors	Local Paraprofessionals	Clerical/ Support	. Othe
Number Taking 1 or More Clock Hours (i)						
Number Taking No Training (j)						

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NUMBER OF STAFF BY RACE, SELECTED ETHNIC GROUPS, AND SEX
(NOTE: Include in this table information for only those persons who are paid from state funds granted for local Adult Basic Education Project.)

Staff Categories (a)	Native American		Negro/ Black		Asian Or Pacific Islander		Hispanic		White		Other Individuals Not Included in Cols. (b) Thru (k)		Sub Total Cols. (b) Thru (m)		TOTAL Cols. (n) and (o)
	Male (b)	Female (c)	M (d)	F (e)	M (f)	F (g)	M (h)	F (i)	M (j)	F (k)	M (l)	F (m)	M (n)	F (o)	(p)
1. Local Level Program Personnel															
a. Administrative/Supervisory															
b. Local Teachers															
c. Local Counselors															
d. Local Paraprofessionals															
e. Clerical/Support															
f. Other (Specify)															
2. TOTAL															

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STATE ADULT EDUCATION DATA

Persons Who (a)	Number of Persons (b)
Are enrolled in program and are employed.	
Are enrolled in program and are unemployed.	
Are enrolled in program and are receiving public assistance.	
Are on waiting lists to enter program or are known to desire adult education services.	
Completed ABE program through eighth grade.	
Enrolled in secondary school program or GED preparation courses (Grades 9 through 12) after completing ABE Program.	
Enrolled in secondary school program (Grades 9-12) but never enrolled in ABE Program.	
Graduated from secondary school programs (Grades 9-12) but never enrolled in ABE Program.	
Graduated from secondary school after starting in ABE Program.	
Passed General Education Development Test.	
Enrolled in other education/training program (Employee development, community college, junior college, four-year college, business or technical institute, correspondence, other Federal, State or Local manpower program, and CETA) as a result of experience in program.	
Were removed from public assistance rolls .	
Obtained jobs as a result of experience gained in program.	
Changed to or were upgraded to a better job as a result of experience in program.	
Registered to vote for the first time.	
Received U.S. citizenship.	
Received Driver's License.	
Are migrants and are enrolled in the program.	
Are receiving metric education as an integral part of the adult education curriculum.	
Are handicapped (specify three numerous types).	
Are enrolled in Adult Basic Education Programs (Grades 1-8) that were established for institutionalized persons.	
Separated from ABE Programs that were established for institutionalized persons.	
Are enrolled in Adult Secondary Education Programs (Grades 9-12) that were established for institutionalized person.	
Separated from Adult Secondary Education for institutionalized persons.	
Are enrolled in programs for persons of limited English-speaking ability.	

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STATE ADULT EDUCATION COST DATA

- Section A-Costs for Instructional Materials -

Costs by Source	TOTAL	Printed and Published		Audiovisual Aids		Other Instructional		Educational Media Services
		Books	Other	Materials	Equipment	Materials	Equipment	
1. State Funds Adult Education Project	$							
2. Local Funds	$							
3. Total Expenditures-All Sources (Line 1 plus Line 2)	$							

- Section B-Costs for Selected Participants and Programs -

Total Costs For-	Dollar Amount
1. Native Americans	$
2. Hispanic Persons	$
3. Migrants	$
4. Older persons (45 Years of Age or Older)	$
5. Persons of limited English-speaking ability (excluding Hispanic persons)	$
6. Adult Basic Education Programs for institutional persons (excluding correctional institutions)	$
7. Adult Secondary Education Programs	$
8. Programs involving persons with speech or hearing impairments	$

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ANNUAL REPORT OF EXPENDITURES
State Funded Adult Basic
Education Project

1. Actual cost per pupil
(Actual total project cost ÷ actual enrollment) $ _____

2. Actual cost per instructional hour
(Total cost ÷ number of hours of instruction) $ _____

3. Actual cost per pupil hour of instruction
(Cost per instructional hour ÷ number of students in class) $ _____

Total of Individuals served in program _____.

I certify the information reported is accurate and complete to the best of my knowledge and belief.

DATE _____ SIGNED _____
District Superintendent

FOR USE BY THE OFFICE OF PUBLIC INSTRUCTION: (DO NOT COMPLETE THIS SECTION)

Approved Project Budget $ _____
Actual Project Expenditures $ _____
Total Payment of State Funds $ _____
Amount of State Funds to be Returned $ _____